



JOB DESCRIPTION

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| Title: | Director of Public Works | Department(s): | Public Works |
| Reports to: | City Manager | Location: | Municipal Building |
| FLSA: | Exempt | Pay Grade: | Schedule II L |
| Shift: | Day | Status: | Full-Time |
| Bargaining Unit: | None | Date: | June 2008 |

JOB SUMMARY

Under the direction of the City Manager, plan, organize, direct and evaluate the activities of the Public Works Department; administer City public works activities, construction, maintenance and testing, including street lighting, landfill and sanitation operations, water and wastewater treatment and testing, vehicle maintenance and repair and other related projects and activities; supervise and evaluate the performance of assigned personnel. Serves as director of the municipal Wastewater Treatment, Stormwater Utility and Water Utility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Plans and implements a comprehensive Public Works program for the City; integrates public works programs and activities with other city, county, state, and federal departments and/or agencies.
- Plans and directs the activities of all assigned personnel through one or more subordinate supervisors; and formulates and enforces department rules, regulations, work methods and procedures.
- Prepares studies, reports, and recommendations relative to the Public Works programs and special projects; determines and recommends what Public Works programs or major projects should be initiated, dropped, or modified.
- Perpetuates Public Works improvements and projects by initiating and/or assisting in the acquisition of grants, easements, etc.; determines the resources needed for approved projects; and reviews work activities to ensure efficient and safe operations and conformance with established State, County, and City standards, regulations and policies.
- Prepares budget estimates and controls the expenditure of department funds; this includes the planning and budgeting for future Public Works activities; establishing an adequate system of reporting from subordinates to assure necessary control information; and the evaluation of services rendered in relation to cost vs. benefits derived and continuing need.
- Serves as liaison to city engineering firm and administers engineering project contracts.
- Responsible for approving construction change orders up to 0.5% of contract amount prior to the City Council's approval.
- Serves as a member of the city management team, participating in the City's strategic planning efforts and addressing city-wide policy and management issues.
- Plans and schedules street and traffic construction and maintenance projects to meet on-going city transportation needs.
- Identifies federal, state and private research and development grants; determines the scope or work for which funds are needed and administers preparation of grant applications.

- Administers department equipment replacement fund.
- Assists in the formulation and administration of development agreements.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Regularly attends Common Council Meetings.
- Attends various hearings, seminars, and civic and business meetings on behalf of the Public Works Department.
- Participates in labor relations and union negotiations.

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under the guidance and direction of the City Manager.
- Exercises supervision over the Streets, Parks and Forestry Superintendent, Water Superintendent, Wastewater Superintendent, and department support staff either directly or through subordinates.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school diploma or equivalent.
- Bachelor's degree in Public Administration, Engineering, Architecture or a closely related field.
- Seven (7) years of progressively responsible administration in the field of Public Works Administration or any equivalent combination of education and experience that provides the requisite knowledge, skills and abilities for the position.
- Professional engineer (P.E.) designation preferred.

Language Skills

- Ability to express ideas clearly and concisely, orally and in writing to groups and to individuals.
- Ability to communicate technical data and sensitive information to citizens in a clear and persuasive manner.
- Ability to speak in a public or legislative forum.
- Ability to persuade, convince, and or/train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State statutes, procedures, guidelines and on-routine correspondence.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basis descriptive statistical reports.
- Plan, organize, control and direct the activities, services, operations, budgets and policy formulation of City public work services.
- Negotiate and administer contracts with outside vendors and service providers.
- Develop cost estimations for assigned tasks.

Reasoning Ability

- Ability to formulate and implement a sound, progressive public works program and sustain operations and maintain responsibility for a variety of activities without regular direction.
- Ability to mediate conflicts, sort out issues, and manage change in relation to overall Department goals and objectives.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Proficiency in typing, 10 key calculator, computers and electronic data processing.

- Working knowledge of modern office practices and procedures and Microsoft Office.
- Ability to effectively meet and deal with the public.
- Artistic and creative skills desirable.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Valid state driver's license, or ability to obtain one within four (4) months.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet except for areas where hearing protection is required.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboards use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.
- Work is performed primarily in an office setting. However, due to the nature of the organization and the "on-site" supervisory and inspection duties performed, considerable time is spent out-of-doors. Also, during occasional emergency situations, the employee may be exposed to extreme weather and working conditions.
- During investigations, the employee may occasionally be exposed to hazardous conditions and is required to observe and undertake proper safety precautions.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor _____ Date _____

Department Head _____ Date _____

Human Resources
Date

City Manager _____ Date _____